



# GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 5 (R4/8-03)

## All Agencies-- General Retention

Commission on Public Records  
Signature of final approval

Date of final approval

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
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**NOTE: EXCEPTIONS TO GENERAL RECORDS SERIES MAY BE GRANTED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS ONLY AFTER SUBMISSION OF SUFFICIENT JUSTIFICATION BY THE AGENCY.**

**Legal citations in this document are based on the relevant codes as they existed at the approval of the most recent revision in 2006.**

### ADMINISTRATIVE RECORDS

1	GRADM-1	<b>MINUTES</b>  Official minutes of any state agency, board, commission, or of any division. THIS IS A CRITICAL RECORD.  Retention based on IC 5-15-5.1-5(a)(9), and IC 5-15-5.1-12.	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, five (5) years after the end of the calendar year of the meeting. The COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, should MICROFILM according to 60 IAC 2 as soon as possible after receipt. MAINTAIN original archival negative in the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION vault PERMANENTLY. MAINTAIN a diazo duplicate roll for reference use in the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION. If MICROFILMED, DESTROY hard-copy records at the discretion of the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION.
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RECORDS MANAGEMENT

Date Prepared  
5/12/2006

Date of Oversight Committee on Public Records final approval  
6/14/2006

2	GRADM-2	<p>BOARD OR COMMISSION MEETING TAPES</p> <p>For boards or commissions that record their meetings using magnetic audio tapes. These tapes are used to complete the minutes of the meetings.</p>	ERASE or DESTROY after official minutes taken from them are approved.
3	GRADM-3	<p>POLICY FILES-APPOINTING AUTHORITIES, DEPUTIES, AND DIVISION DIRECTORS</p> <p>These office files document substantive actions of administrative agency appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Confidential at the discretion of a public agency, IC 5-14-3-4(b)(6).</p>	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, after three (3) calendar years; for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles.
4	GRADM-4	<p>GENERAL FILES</p> <p>These include, but are not limited to, memos and letters from the following categories:</p> <ul style="list-style-type: none"> <li>(a) Staff response to routine public inquiries</li> <li>(b) General information concerning an administrative agency's programs, products and/or services</li> <li>(c) Any other non-policy related file.</li> </ul>	DESTROY after three (3) calendar years.
5	GRADM-5	<p>BUDGET WORKING PAPERS</p> <p>Deliberative papers related to budget formulation process for a state agency. These records may be examined by authorized staff of the State Budget Agency engaged in preparing the budget report [see IC 4-12-1-8(a)]. These records are retained by a state administrative agency and are not the records maintained by the State Budget Agency. Confidential at the discretion of a public agency, IC 5-14-3-4(b)(6).</p>	TRANSFER to the RECORDS CENTER two (2) years after the end of the affected biennial budget. DESTROY after an additional six (6) fiscal years in the RECORDS CENTER. TOTAL RETENTION: Eight (8) fiscal years after the end of that biennial budget period.
6	GRADM-6	<p>CODE AND RULE DRAFT WORKING PAPERS</p> <p>Includes records created by a state agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Confidential at the discretion of a public agency, IC 5-14-3-4 (b) (6).</p>	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, two (2) years after the end of the year the statute was first introduced in the General Assembly or the proposed or final rule first published in the Indiana Register.

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7	GRADM-7	<p>AS- SUBMITTED BUDGETS</p> <p>Includes new programs requested, justifications, and breakdown of money requested. Also may include back-up media for the electronic record copy of the As-Submitted Budget.</p> <p>Exception: The State Budget Agency's approved Records Retention and Disposition Schedule lists this record as series 90-177 and requires transfer to the Commission on Public Records, State Archives Division after four (4) years. That exception is applicable only to the State Budget Agency's copy of the record.</p>	<p>TRANSFER to the RECORDS CENTER two (2) years after the end of the affected biennial budget. DESTROY after an additional six (6) fiscal years in the RECORDS CENTER. TOTAL RETENTION: Eight (8) fiscal years after the end of the biennial budget period.</p>
8	GRADM-8	<p>PUBLIC INFORMATION FILES</p> <p>Typical administrative files could contain correspondence, publications, maps, drawings and related records. Administrative files could be used to respond to public inquiries on policies or programs or miscellaneous agency projects.</p> <p>NOTE: GRADM-8 was erroneously missing from the physical copy of the document approved at the 4-19-2006 Oversight Committee on Public Records Meeting; it was not formally deleted, there were no amendments to it, and it is still in force.</p>	<p>TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles when outdated or replaced.</p>

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9	GRACC-1	<p><b>BASIC ACCOUNTING RECORDS-EXPENDITURES</b></p> <p>Budgetary records pertaining to lapsed (expired) appropriations and allotments:  Request for Allotment  Advice of Allotment  Transfer Request  Budget Request Forms  Document Control Register  Other Supporting Budgetary Records</p> <p>Payroll records, not including Personnel Records:  Payroll Change Sheet  Add-Move Form  Payroll Certificate  Payroll Reimbursement Forms  Other Supporting Payroll Records  Time Cards</p> <p>Expenditure Records for Completed Transactions:  Purchase Order, including any corresponding Advice of Change,  Requisition, Invoice Voucher and Receiving Report  Claim Voucher, Travel Voucher and Voucher Abstract  Motor Pool Records  Special Disbursing Officer Records  Other Supporting Expenditure Records  Requests for Supplies  Request For Proposals - Contents confidential during the process of negotiation, IC 5-22-18-4. Register of proposals prepared and open for public inspection after the award of contracts, IC 5-22-18-4.</p> <p>Computer Printouts of Financial Activity, as applicable  Out of State Travel Requests  Fixed Asset Inventories  Telephone Cost Allocation Listing received from the Division of Information Technology, Department of Administration, and any Long Distance Telephone Logs, State Form Number 6856 or its equivalent.</p> <p>Partially Confidential, 26 USC 6103(n), 26 USC 7213(a) and 42 USC 405(c)(viii)(I, II, III and IV).  Retention based on IC 34-13-1-1.</p>	<p>TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after ten (10) fiscal years.</p> <p>TOTAL RETENTION: Ten (10) fiscal years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
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10	GRACC-2	<p>BASIC ACCOUNTING RECORDS- REVENUE RECORDS FOR COMPLETED TRANSACTIONS</p> <p>a. Receipt Forms and Cash Register Tapes b. Report of Collections/Receipts (Due Treasurer of State (SF 14311) c. Cash Book or Cash Journal d. Public Record Copy Request, State Form 1365 e. ID Bill, including corresponding transmittal f. Other Supporting Revenue Records</p> <p>Retention based on IC 34 -11-2-6.</p>	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY five (5) years after the end of the State Fiscal Year.
11	GRACC-3	<p>CANCELLED CHECKS AND WARRANTS</p> <p>Retention based on IC 34-13-1-1.</p>	<p>If electronic copy exists, DESTROY hard copy after verification of electronic records for completeness and legibility -- both sides of each document must be present and legible in the electronic version. DESTROY/DELETE electronic records ten (10) years after the end of the State Fiscal Year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> <p>If no electronic copy exists, TRANSFER hard copy to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY ten (10) years after the end of the State Fiscal Year.</p>
12	GRACC-4	<p>STATE BOARD OF ACCOUNTS AUDIT REPORTS</p> <p>Agency copies only. This series does not include the original records of the State Board of Accounts.</p>	DESTROY two (2) years after receipt of the last Audit Report.
13	GRACC-5	<p>CONTRACTS AND LEASES</p> <p>All contracts with vendors or other units of government to provide goods or services, including Broad Agency Announcements. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. Retention based on IC 34-13-1-1.</p>	TRANSFER to the RECORDS CENTER after expiration of the contract or agreement and receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY ten (10) years after expiration of the contract. and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

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14	GRACC-6	<p><b>BROAD AGENCY ANNOUNCEMENTS-REJECTED PROPOSALS</b></p> <p>Record consists of the purchase of professional, technical, scientific, artistic or other unique services. The purchase is by means of personal service contracts. The Broad Agency Announcement is normally used for personal service contracts in excess of the small purchase limit of \$25,000. The Broad Agency Announcement is not a Request for Proposal(s) and is not a Request for Information.</p> <p>Retention consistent with IC 34-11-2-6. Pursuant to IC 5-22-18-1, et seq.</p>	<p>TRANSFER to the RECORDS CENTER after submission of a rejection notification to the potential vendor and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after five (5) State Fiscal Years.</p> <p>TOTAL RETENTION: Five (5) State Fiscal Years after submission of a rejection notification to the potential vendor and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
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**PERSONNEL RECORDS**

15	GRPER-1	<p><b>EMPLOYEE ATTENDANCE REPORT AND SERVICE RECORD</b></p> <p>Series includes Employee Attendance Report, State Form 14304, or its substitute; and State Employee Service Record, State Form 34400. Partially Confidential, 42 USC 405(c)(viii)(I,II,III and IV) and Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8). Retention based on IC 34-13-1-1.</p>	<p>TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY ten (10) years after the end of the State Fiscal Year.</p>
16	GRPER-2	<p><b>HRMSTAFF (HUMAN RESOURCES MANAGEMENT SYSTEM)</b></p> <p>Formerly called the "Manning Table", record is a monthly computer printout staffing report. It lists information on state employees and their positions by agency and position control number; includes class title and code, date position established, employee's name, bi-weekly salary, date of appointment in state service, status code, date of last salary increase, and account number. Exact duplicate agency copies only with no notes or attachments.</p>	<p>DESTROY when outdated or replaced.</p>
17	GRPER-3	<p><b>ALPHA #681</b></p> <p>Formerly known as the "Alpha Roster", this monthly printout is an alphabetical listing of each agency's employees; including the position control number, social security number, name, class code, bi-weekly salary, race, date of appointment, present status, last salary increase, sex, appropriation account number, action code, and date of latest action. Exact agency copies with no notes or attachments.</p> <p>Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8).</p>	<p>DESTROY when outdated or replaced.</p>

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18	GRPER-4	<p><b>ACTIVE PERSONNEL FOLDERS</b></p> <p>Active Personnel Folders contain documentation of the employee's working career with the state of Indiana. Typical contents could include the Application for Employment, PERF forms, Request for Leave, Performance Appraisals, memos, correspondence, miscellaneous notes, the Add, Rehire, Transfer, Change form from the Office of the Auditor of State, Record of HRMS Action, and/or public employee union information.</p> <p>Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8).</p>	<p><b>TRANSFER to INACTIVE PERSONNEL FOLDERS</b> after the employee is no longer working for the state agency.</p>
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19	GRPER-5	<p><b>INACTIVE PERSONNEL FOLDERS</b></p> <p>This series applies to personnel records of all state agencies except the State Personnel Department, Department of Transportation hourly employees, Department of Natural Resources hourly Employees, and contractual employees. Includes State Form 45123, Record of HRMS Action. Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8).</p>	<p>Three (3) years after the employee leaves the state government agency or at the conclusion of any litigation, whichever is later, TRANSFER the following to the RECORDS CENTER, along with a contents-list for each box, at which time they will become the property of the STATE PERSONNEL DEPARTMENT:</p> <p>Personnel transaction forms, performance evaluations, job analysis questionnaires, employment applications, disciplinary notices, records relating to grievances/complaints, leave forms needed to verify PERF service credit, and training records.</p> <p>TRANSFER a copy of each contents-list directly to the STATE PERSONNEL DEPARTMENT.</p> <p>MAINTAIN a list of previous employees permanently within the agency, based on the information found in the inactive personnel folders, including employment dates, classification, and rehire eligibility status.</p> <p>DESTROY all remaining records from the inactive personnel folders at the agency after weeding for items listed above. If inactive personnel records exist within an agency for which more than fifty (50) years have passed since employee termination, those records may be DESTROYED without transferring as described above.</p> <p>The STATE PERSONNEL DEPARTMENT will combine GRPER-5 records at the RECORDS CENTER with related records on each employee under Record Series 82-548 as soon as possible, at which point duplicate records may be DESTROYED.</p>
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20	GRPER-6	<p>SECONDARY AGENCY PERSONNEL FOLDERS</p> <p>This record series applies to any personnel records created or maintained other than those in the personnel office of a State agency. Does not include Fact Files. Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8). Retention based on IC 4-15-2-15 (b) (4).</p>	DESTROY three (3) calendar years after the employee leaves the state government agency.
21	GRPER-7	<p>FACT FILES</p> <p>Part of the performance appraisal system, the Fact File documents levels of an employee's performance. Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8). Retention based on IC 4-15-2-15 (b) (4).</p>	DESTROY three (3) calendar years after the employee leaves a supervisor's supervision.
22	GRPER-8	<p>AFFIRMATIVE ACTION PLANS AND POLICY STATEMENTS</p> <p>Plans and statements required by IC 4-15-12-5. Does not include the records of the State Personnel Department. Retention based on 29 CFR 1602.30.</p>	DESTROY three (3) calendar years after submission of a new plan to the State Personnel Department.
23	GRPER-9	<p>REQUESTS FOR LEAVE</p> <p>Record consists of State Form 56 or its substitute.</p> <p>Retention partially based on IC 34-11-2-1 and IC 34-11-2-2.</p> <p>Pursuant to the listed Indiana Civil Code citation, all actions against the State of Indiana relating to the terms, conditions, and privileges of employment...shall be brought within two (2) years of the date of the act or omission complained of.</p> <p>Exception: This Record Series does NOT apply to records relating to the Family and Medical Leave Act of 1993. Record Series GRPER-13 describes the retention requirements for such records.</p>	DESTROY original two (2) calendar years after the end of the affected pay period and after final adjudication of any pending litigation. DESTROY any other agency copies after the end of the affected pay period.
24	GRPER-10	<p>EMPLOYMENT APPLICATIONS, SF 22477-NOT HIRED</p> <p>Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, and other related materials. Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).</p>	TRANSFER to the RECORDS CENTER one (1) calendar year after the decision not to hire. DESTROY after an additional two (2) calendar years in the RECORDS CENTER. TOTAL RETENTION: Three (3) calendar years after the decision not to hire.

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25	GRPER-11	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Typical record series could include SF 34401, Employer's Report of Injury, and/or SF 2118, Report of Attending Physician, or other medical information used to document work-related illnesses or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..."</p> <p>Confidential, IC 5-14-3-4(a)(9), and partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p> <p>Retention consistent with GRPER-4 on this General Retention Schedule.</p>	DESTROY five (5) calendar years after the employee leaves the state agency.
26	GRPER-12	<p>CERTIFIED LISTS-INACTIVE</p> <p>Includes copies of the Request for a Certified List (SF 2937), (DELETED, 07/30/97); the certified list, and any justification and correspondence considering the names on the list.</p> <p>Partially Confidential at the discretion of a public agency, IC 5-14-3-4 (b) (8).</p> <p>Retention based on IC 4-15-2-15(b)(4).</p>	TRANSFER to the RECORDS CENTER one (1) calendar year after the decision not to hire. DESTROY after an additional two (2) calendar years in the RECORDS CENTER. TOTAL RETENTION: Three (3) calendar years after the decision not to hire.
27	GRPER-13	<p>FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS</p> <p>Records may contain applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use the Family and Medical Leave Act (FMLA), including:</p> <ul style="list-style-type: none"> <li>(1) basic payroll and identifying employee data, including name, address, and occupation, rate or basis of pay and terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, and total compensation paid</li> <li>(2) Dates FMLA leave is taken by FMLA eligible employees;</li> <li>(3) If FMLA leave is taken by eligible employees in increments of less than one full day, the hours of the leave.</li> <li>(4) Copies of employee notices of leave furnished to the employer under FMLA, if in writing, and copies of all general and specific written notices given to employees as required under FMLA regulations</li> <li>(5) Any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves.</li> <li>(6) Premium payments of employee benefits.</li> <li>(7) Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the employer or employee of the reasons for the designation and for the disagreement.</li> </ul> <p>Partially confidential, 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).</p>	<p>DESTROY records after three (3) calendar years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.</p> <p>NOTE: FMLA records may or may not be maintained in separate files; they may be filed in active or inactive employee personnel folders (GRPER-4 or GRPER-5) or other personnel or payroll filing systems (GRACC-1 or GRPER-1). Since the retention for all of those Record Series listed exceeds that of this Record Series, the records should be maintained in their current filing system and Record Series as long as (1) FMLA records can be identified, and (2) the retention for that Record Series meets or exceeds the retention for this Record Series.</p>

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28	GRPER-14	<p>MERIT EMPLOYEE COMPLAINTS AND OTHER STATE EMPLOYEE GRIEVANCES</p> <p>This series applies to personnel records of all state agencies except the State Personnel Department. Typical record contents include all grievances that have been filed through the merit complaint system, non-merit system and through public employee labor unions. May include Merit employee Complaint, State Form Number 27916. Partially Confidential at the discretion of a public agency, IC 5-14-3-4(b)(8).</p> <p>Retention based on National Archives and Records Administration General Records Schedule 1, Civilian Personnel Records, December, 1998</p> <p>The Labor Relations Division of the State Personnel Department retains the State Personnel Department record for ten (10) years after the date the grievance was resolved.</p>	<p>TRANSFER to the RECORDS CENTER one (1) calendar year after the date the grievance was resolved. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Four (4) calendar years after the grievance was resolved.</p>
MEDICAL RECORDS			
29	GRMED-1	<p>PRESCRIPTIONS AND PROOF-OF-USE SHEETS</p> <p>Confidential, IC 25-26-13-15.</p> <p>Retention based on IC 25-26-13-25, Version b, Effective 07/01/2004.</p>	<p>DESTROY two (2) calendar years after the year the prescription was originally filed in the pharmacy.</p>
30	GRMED-2	<p>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</p> <p>Typical records could include employee exposure records and/or analyses using exposure or medical records. Confidential, IC 5-14-3-4(a) (9).</p> <p>Retention based on IC 22-3-7-9(f).</p>	<p>TRANSFER to the RECORDS CENTER after employee is separated from the state administrative agency. DESTROY after an additional thirty-five (35) calendar years in the RECORDS CENTER. TOTAL RETENTION: Thirty-five (35) calendar years after employee termination from the state administrative agency.</p>
PUBLICATIONS			
31	GRPUB-1	<p>AGENCY PUBLICATIONS AND ANNUAL REPORTS</p> <p>Includes publications issued by state agencies that are not solely for internal use. Consult IC 4-23-7.1-26 for the required number of documents needed for the INDIANA STATE LIBRARY.</p> <p>Retention based on IC 4-23-7.1-26.</p>	<p>TRANSFER the required copies to the INDIANA STATE LIBRARY. TRANSFER one (1) copy of each publication to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION. DESTROY remaining copies when outdated or replaced.</p>
MISCELLANEOUS RECORDS			

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32	GRMSC-1	<p>MICROFILM DOCUMENTATION FILE</p> <p>"A formal written documentation file shall be created and retained for the life of the microfilm based upon an approved retention schedule...." (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.</p>	TRANSFER copy of the documentation file to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION. DESTROY when or if the microfilm to which the file pertains is destroyed.
<p>AGENCY COPIES OF RECORDS AND FORMS MANAGEMENT DOCUMENTS</p> <p>Note: this section applies only to the copies of these documents held by individual agencies, NOT the corresponding copies managed by the Commission on Public Records.</p>			
33	GRFRM-1	<p>STATE ADMINISTRATIVE AGENCY FORM FILE</p> <p>Administrative agency's file containing their State Forms, non-forms, and supporting documents. The Commission on Public Records, State Archives Division, retains their copy of the deleted State Form folders and their contents permanently.</p>	DESTROY one (1) calendar year after the State Form or non-form has been deleted from the COMMISSION ON PUBLIC RECORDS, FORMS MANAGEMENT DIVISION State Form files.
34	GRREC-1	<p>RECORDS RETENTION AND DISPOSITION SCHEDULE, SF 5</p> <p>Contains a description of all records maintained by an agency, and specifies when and how an agency's records are to be disposed of.</p>	DESTROY when replaced by a new schedule.
35	GRREC-2	<p>RECORDS DESTRUCTION NOTIFICATIONS, SF 16</p> <p>This three (3) part state form is used to document the destruction of records in accordance with the approved Records Retention and Disposition Schedule. Pursuant to IC 5-11-1-9(d), on every examination under that section, the State Board of Accounts shall make an inquiry as to... (2) whether the laws of the state and the requirements of the State Board of Accounts have been complied with. Retention based on IC 34-11-2-6.</p>	DESTROY after five (5) fiscal years and receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
36	GRREC-3	<p>RECORD TRANSMITTAL AND RECEIPT, SF 23628</p> <p>Used to document the transfer of records to the State Records Center. Also used as a reference guide to retrieve records.</p>	DESTROY after all records listed on the form have been destroyed.
37	GRREC-4	<p>REQUEST FOR RECORD, SF 24019</p> <p>Used by agencies to request records stored at the State Records Center.</p>	DESTROY after the record or records are returned to the State Records Center.

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38	GRREC-5	<p>ACCESSION REGISTER, SF 29469, AND STATE ARCHIVES RECORD TRANSMITTAL AND RECEIPT, SF 48883</p> <p>Accession Register is a listing of materials transferred by agencies to the Commission on Public Records, State Archives Division. Used as a reference guide for agencies needing to review documents retained by the Commission on Public Records, State Archives Division.</p> <p>Record Transmittal and Receipt is the receipt given at the time the transferred records are accepted in the State Archives.</p>	DESTROY on the effective date of legislative sunset of the public agency.
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#### VIDEO, FILM AND PHOTOGRAPHIC RECORDS

Note: this portion of the general retention schedule covers visual records and related documentation created by or for all entities subject to IC 5-15-5.1-1, et seq., 2004 edition. These may include still and motion picture photography, graphic materials, and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership and rights to the records and (2) finding aids used to identify or access the records. This schedule does not cover (1) magnetic tape, or (2) micrographic copies of textual records. Microfilming authority for records created and maintained is approved on a specific record retention and disposition schedule rather than the general retention schedule.

#### STILL PHOTOGRAPHY

39	GRPHO-1	<p>PHOTOGRAPHS</p> <p>Typically consists of photographs of special events and activities of the agency, such as the Combined State Campaign, Interchange photos, general circulation or special purpose periodicals, intra-office news, or other still photographs.</p>	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) calendar year after the date of the event or activity.
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#### GRAPHIC ARTS

40	GRAPH-1	TRANSPARENCIES	DESTROY one (1) calendar year after use.
41	GRAPH-2	<p>MISCELLANEOUS ARTWORK</p> <p>Drawings and artwork for handbills, flyers, posters, and other graphic art.</p>	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) calendar year after final publication.
42	GRAPH-3	<p>NEGATIVES, PAPER PRINTS AND OFFSET PHOTOGRAPHIC PLATES</p> <p>Typically consists of line and half-tone negatives, screen paper prints and the photographic plates used for photo-mechanical reproduction.</p>	DESTROY when no longer needed for publication or reprinting.

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43	GRAPH-4	COPIES OF GRAPHS AND CHARTS  NOTE: GRAPH-4 was erroneously missing from the physical copy of the document approved at the 10-15-2000 Oversight Committee on Public Records Meeting; it was not formally deleted, there were no amendments to it, and it is still in force.	DESTROY one (1) year after final production.
VIDEO RECORDINGS			
44	GRVID-1	PROGRAMS ACQUIRED FROM OUTSIDE SOURCES  Personnel and staff training programs.	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) calendar year after completion of training.
45	GRVID-2	REHEARSAL OR PRACTICE TAPES	ERASE or DESTROY immediately.
46	GRVID-3	INTERNAL PERSONNEL AND ADMINISTRATIVE TRAINING PROGRAMS  These may include "role-play" sessions, management and/or supervisory instruction.	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) calendar year after completion of the training programs.
47	GRVID-4	ROUTINE SURVEILLANCE RECORDINGS  Confidential, IC 5-14-3-4(a)(1-3) and Confidential at the discretion of a public agency, IC 5-14-3-4(b)(1) & (6). THIS RECORD SERIES AND RETENTION PERIOD DOES NOT APPLY TO THE CRIMINAL HISTORY RECORDS OF THE INDIANA STATE POLICE, PURSUANT TO IC 5-15-5.1-5(a)(4).	DESTROY after completion of the project or activity using the footage.
48	GRVID-5	SCIENTIFIC OR ENGINEERING RECORDINGS  Confidential, IC 5-14-3-4(a)(4) & (9), and Confidential at the discretion of a public agency, IC 5-14-3-4(b)(1) and (5).	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles two (2) calendar years after completion of the project or activity using the footage.
49	GRVID-6	MEETING AND AWARD PRESENTATIONS	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) calendar year after the meeting or presentation.

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Retention for all visual records partially based on National Archives and Records Administration General Records Schedules Transmittal, General Records Schedule 21, Transmittal Number eight (#8), December, 1998.

# OTHER GENERAL RECORDS

50	GRHIS-1	<p>HISTORICAL DATA ON STATE BUILDINGS- AGENCY COPY</p> <p>Pursuant to IC 4-13-13-2, the Public Works Division of the Department of Administration shall retain a copy of the historical data and shall furnish a copy of the same to the agency or institution occupying or in charge of that building. See IC 4-13-13-1 for typical contents of the Historical Data.</p>	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, after the destruction or removal of the building or structure.
51	GRLEG-1	<p>AGENCY LEGAL FILES</p> <p>Sometimes called Litigation Files, this is the record of litigation with a state administrative agency. Partially confidential, IC 5-14-3-4(a)(1),(3) and (8), and Confidential at the discretion of a public agency, IC 5-14-3-4(b)(2)(6)(10)(11) and (12). Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a).</p>	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION of the entire file; five (5) calendar years after final adjudication of the litigation.
52	GRAAA-1	<p>ADMINISTRATIVE ORDERS AND PROCEDURES</p> <p>Pursuant to IC 4-21.5-1-1, et seq., minimum procedural rights are created and minimum procedural duties are imposed. In accordance with IC 4-21.5-3-32, agency final orders are available for inspection and copying under IC 5-14-3-1. To the extent required by IC 5-14-3 or any other law, identifying details shall be deleted. Orders after 06/30/1987 are required to be indexed and orders prior to that date may be indexed if a written request is received by the state agency (as defined by IC 4-21.5-2-4(a) and 4(b) thru IC 4-21.5-2-6(a) and 6(b)). Retention based on IC 34-11-2-7.</p>	TRANSFER to the RECORDS CENTER two (2) calendar years after the final order is issued. TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER. TOTAL RETENTION: Six (6) calendar years after the final order is issued.
53	GRPOST-1	<p>MAIL AND PACKAGE DELIVERY RECORDS</p> <p>Retention based on US Postal Service Records Control Handbook, Control Number (#) DEEC.03.03, Page 181, September, 1989.</p>	DESTROY two (2) calendar years after the month of mailing.

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OSHA -OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION-RECORDS			
54	GROSH-1	<p>LOG OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300 (REVISED 01/2004)</p> <p>In accordance with 29 CFR 1904.0, et seq., every private and public employer with more than ten (10) employees must confidentially record every work-related death and work-related injury and illness meeting specific recording criteria in this federal rule. Electronic (computer) maintenance and retention is permitted. Any medical information attached or included with the OSHA form and record is also confidential and must be retained with the OSHA form and record for the same time period.</p> <p>Confidential, 29 CFR 1904.29 and IC 5-14-3-4(a)(3). Retention based on 29 CFR 1904.33.</p>	DESTROY five (5) years after the end of the calendar year that the records cover.
55	GROSH-2	<p>SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300A (REVISED 01/2004)</p> <p>All establishments covered by 29 CFR 1904 must complete this summary page. Retention based on 29 CFR 1904.33.</p>	DESTROY five (5) years after the end of the calendar year that the records cover.
56	GROSH-3	<p>INJURY AND ILLNESS INCIDENT REPORT, OSHA FORM 301</p> <p>This Injury and Illness Incident Report is completed when a recordable work-related injury or illness has occurred. Electronic, computer, maintenance and retention is permitted. Any medical information attached or included with the OSHA form and records is also confidential and is to be retained with the OSHA form and record for the same time period.</p> <p>Confidential, IC 29 CFR 1904.29 and IC 5-14-3-4(a)(3). Retention based on 29 CFR 1904.33.</p>	DESTROY five (5) years after the end of the calendar year that the records cover.
57	GROSH-4	<p>MATERIAL SAFETY DATA SHEETS (MSDS)</p> <p>These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals.</p> <p>May be Partially Confidential, 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(i)(ii)(B).</p>	DESTROY thirty (30) years after the year of conclusion of the worker's employment.

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